



Stevens Memorial Library
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ATTENDEES: Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Candace Wright and Library Director Emily Donnelly.

ABSENT: Paula Dowd.

GUESTS: No guests attended.

PRESS: Joe Benavidez from *The Gardner News*

REFERENCE: The Director's Report is included as part of the minutes by reference.

CALL TO ORDER

- The meeting was called to order by Chairman Ed Vitone at 4:05 p.m.

APPROVAL OF AGENDA

A motion was made by Margaret Donovan and seconded by Paula St. Laurent Kuehl to accept the agenda as amended. Candace Wright asked that the Trustees email access be added to the Agenda and the vote was unanimous.

APPROVAL OF MINUTES

A motion was made by Candace Wright and seconded by Maggie Whitney to accept the March 3, 2015 meeting minutes as amended. The vote was unanimous.

DIRECTOR'S REPORT – Budget Update

- Salary and Wages are on track.
- Cost of heating oil is \$2.64 per gallon; lower than budgeted this year.
- The water heater sprung a leak and needed to be replaced.
- Supplies: This will likely be the line that is used to buffer "Repairs & Maintenance" overages.
- Book ordering is in process.
- Budget: 75% through the year and have spent 69% of the budget; budget is in good shape.

DIRECTOR'S REPORT – Library Status

- Book weeding is almost completed and hopefully will be finished this week. Catherine Callegari has also ordered replacements. Catherine has a cap of 300 hours and has used 159 hours through March 27, 2015.
- Director Emily Donnelly has agreed to weed books that are located in the former director's office.
- Director Emily Donnelly explained the need to rebalance the book budget in FY16.

A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to rebalance the proposed FY16 budget by taking approximately \$800 out of supplies to books to meet the state guideline of 19%.

- Library policies are located on the Town Website. Director Emily Donnelly is working closely with Comfort Zone to clean up and simplify the Library Website.

MATERNITY LEAVE:

- Director Emily Donnelly reviewed with the Trustees her upcoming maternity leave plans.
- Director Emily Donnelly stated that when the Trustees make a decision as a group she would be happy to abide by their decision.
- Director Emily Donnelly agreed to “open communication between her and the library while on maternity leave.”
- She stated that there should be no occasion for major decisions to be made in her absence, but if such a need arises, it would be routed through the Trustees.
- The March 3, 2015 motion was discussed by the Director and the Trustees. The original motion was as follows:

A motion was made by Margaret Donovan and seconded by Candace Wright to back-fill Director Emily Donnelly position during maternity leave with a part time interim library director at \$25 per hour for 14 weeks – 15 hours per week and not to exceed 19 hours per week. This position will be filled by Catherine Callegari, and the motion was unanimous.

- After the brief discussion a new motion was made.

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to amend the vote of the March 3, 2015 meeting to appoint Catherine Callegari as the Interim Library Director and instead to post the position in May and the vote was unanimous.

- Director Emily Donnelly gave an update of the CW/MARS plan for the library.
- For in-depth detail on CW/MARS, see the Director’s Report which is attached to this document and is available on the website under “Library Director’s Report.”
- A funding source for CW/MARS needs to be designated. The cost is estimated at \$8000 per year.
- Candace Wright preferred to have CW/MARS done sooner than later.
- Director Emily Donnelly stated that she prefers not to institute CW/MARS during the summer or during her maternity leave but rather in January/February timeframe because she wants to be involved with the project and the winter time is slower due to the weather.
- Margaret Donovan stated that this is a big project for the library and the Director should be involved.
- Maggie Whitney stated that if she was the director and on leave she would want to wait until she returned to be involved in the project.

- Paula St. Laurent Kuehl stated that she understands both sides.
- Candace Wright asked about training and Director Emily Donnelly stated that there will be training at the library thus no need to travel.
- Library Director Emily Donnelly informed the Trustees that the state ebooks is going live in May.
- Director Emily Donnelly mentioned the recent finds during the previous director's office: the painting of Colonel Rice is on loan and does not belong to our library; painting done by Claude René Martin and Egyptian artifacts. It was agreed to have the Claude René Martin painting and Egyptian artifacts appraised.
- The painting of Colonel Rice has been on loan to the Stevens Memorial Library since December 1997 and the 10-year loan agreement has expired. It was decided that a letter be sent to the Forbush Memorial Library c/o Westminster Library Trustees to request the painting of Colonel Rice be donated to Stevens Memorial Library. If this is not feasible, then the painting should be returned to Forbush Memorial Library. Director Emily Donnelly will contact the library to inquire about the donation.
- "Summer Reading" flyer will be sent out in the Ashburnham Municipal Light Plant bills in May 2015. Materials will be supplied by the library and the program is sponsored by the "Friends." The "Friends" have agreed to donate at least \$1,000 towards the "Summer Reading" Program. Director Emily Donnelly noted that there will be a kick-off party on June 26, 2015 from 1:00 p.m. to 3:00 p.m. with performance from 3:00 p.m. to 4:00 p.m. Trustees are asked to assist with any and all aspects of the kick-off.

A motion was made by Margaret Donovan and seconded by Ed Vitone to approve \$3,443.28 for the "Summer Reading" Program using the budget programs line item of \$5,000 and the vote was unanimous.

- Chairman Ed Vitone suggested that the reading program be funded from a non-interest generating account, such as state aid, Stevens building rental income, etc., rather than from the Whittemore Fund. He also suggested that the program funds not be transferred until the Director has a very good estimate of the total year-end expenditures. The Director was asked to project the year-end expenditure at the next meeting.
- Director Emily Donnelly mentioned that author Joni Mayhan would like to sell her books during her presentation. It was noted that this might be a conflict to the Library policy. Trustees noted that the policy may need a change or an amendment. Trustees asked Director Emily Donnelly to research and report her findings at the May 19, 2015 meeting.

OLD BUSINESS:

TRUSTEE BY-LAW CHANGES:

- To comply with the Trustee By-Laws, required changes must be distributed two weeks prior to vote, a second vote was needed to accept the changes in the Trustees By-Laws.

A motion was made by Margaret Donovan and seconded by Candice Wright to accept the Trustee By-Laws as read and the vote was unanimous.

- Chairman Ed Vitone explained the updates he made to Trust Fund Report of

February 28, 2015 and asked for a second vote of acceptance. Each Trustee received an updated copy and a copy will be given to Ashburnham Town Hall and Edward Jones.

A motion was made by Margaret Donovan and seconded by Candice Wright to accept the changes as read and the vote was unanimous.

CORRESPONDENCE – SECRETARY:

- Secretary Maggie Whitney read the letter received from the Commonwealth of Massachusetts Board of Library Commissioners stating the following:

“The Board of Library Commissioners is pleased to issue a second and final State Aid to Public Libraries award to the Town of Ashburnham in these amounts:

<i>FY2015 Library Incentive Grant (LIG)</i>	<i>\$2,037.35</i>
<i>FY2015 Municipal Equalization Grant (MEG)</i>	<i>\$1,658.55</i>
<i>FY2015 Nonresident Circulation Offset Award</i>	<i><u>\$ 178.44</u></i>
<i>TOTAL</i>	<i>\$3,874.34</i>

Ashburnham will have received a total of \$7,710.86 in FY2015 State Aid to Public Libraries Funds.”

TREASURER REPORT

- Treasurer Paula St. Laurent Kuehl gave the Trustees a copy of the monthly detailed treasurer’s report and the Edward Jones monthly balance.

A motion was made by Vice Chairman Margaret Donovan and seconded by Candace Wright to accept the treasurer’s report as read and the vote was unanimous.

Since no motion was made to accept the Treasurer’s Report at the March 3, 2015 meeting, it was voted and accepted at this meeting.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the March 3, 2015 Treasurer’s report and the vote was unanimous.

- Treasurer Paula St. Laurent could not find her notes from the cash audit which she conducted. Paula will present the report at the next meeting.

TRUSTEE CALENDAR

- Chairman Ed Vitone reminded everyone of the upcoming Annual Town Election on Tuesday, April 28, 2015.

NEW BUSINESS

- Director Emily Donnelly is interested in placing a baby changing table in the handicapped bathroom downstairs. The Trustees asked her to research the cost and report back at the May 19, 2015 meeting.
- “Friends” meetings will be the second Wednesday of each month.

STRATEGIC PLANNING:

- Director Emily Donnelly gave the Trustees a two-page handout listing the committee’s brainstorming session and the result of conducting a SOAR (Strengths, Opportunities, Aspirations, Results) analysis, as suggested by the Massachusetts Library System.
- The results of the brainstorming session fell into six categories:
 - Communication
 - Physical Plant (including building and surrounding area)
 - Programming (including outreach and collaboration)
 - Personnel
 - Technology
 - Collection/Materials
- The second Strategic Planning meeting is Monday, April 27, 2015 at Stevens Memorial Library.

UNATTENDED CHILDREN POLICY:

- The Trustees discussed the “Unattended Children Policy” and suggested a title change to “Safe Child Play” policy.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the policy as amended and the vote was unanimous.

ACTION ITEMS FOR DIRECTOR EMILY DONNELLY:

- Research increase in March budget.
- Provide Job Description – posting for interim director and job description for the new employee if accepted at the Annual Town Meeting.
- Send town emails to the Trustees so they may set up their accounts.
- Research and report the cost of appraisals of the two paintings and mask mentioned above.
- Secretary Maggie Whitney will send the DRAFT “Vision Themes” and “Vision Statement” from a previous meeting to Director Emily Donnelly.

ADJOURNMENT

A motion was made by Maggie Whitney and seconded by Vice Chairman Margaret Donovan to adjourn the meeting at 6:38 p.m. and the vote was unanimous.

Respectively Submitted,
Maggie Whitney (Electronic Signature)
Library Trustees Secretary